

SERIAL 03119 S MICROFILMING SERVICES (NIGP 91568)

DATE OF LAST REVISION: October 14, 2005 CONTRACT END DATE: November 30, 2006

CONTRACT PERIOD THROUGH NOVEMBER 30, 2006

TO: All Departments
FROM: Department of Materials Management
SUBJECT: Contract for **MICROFILMING SERVICES (NIGP 91568)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **November 05, 2003**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

DL/mm
Attach

Copy to: Clerk of the Board
 Casey Carpenter, Records Office
 Barbara Frerichs, Records Office
 Mirheta Muslic, Materials Management

(Please remove Serial 98099-RFP from your contract notebooks)

SPECIFICATIONS ON INVITATION FOR BID FOR: **MICROFILMING SERVICES (NIGP 91568)**

1.0 INTENT:

The intent of this invitation for bids is to establish a contract for microfilming services including all labor, materials and equipment for processing and duplicating of film for the County Recorder's Office, County Department of Transportation (MCDOT) and other County departments on an as needed basis.

Maricopa County reserves the right to award a contract in whole or in part to one or more vendors.

2.0 TECHNICAL SPECIFICATIONS:

2.1 GENERAL REQUIREMENTS:

Maricopa County shall provide 16mm original camera negative microfilm or original documents for filming, processing and/or duplication. Processing of film must be in a "Deep Tank" processor that is approved for use by the County Recorder's Office.

2.1.1 Contractor shall provide silver halide microfiche originals. Film must be conventional silver halide type manufactured for use as microfilm with a safety base of polyester. (ANSI/NAPM IT9.1-1996). Contractor must be able to provide both Diazo and Silver duplicates upon request. Diazo duplicates shall be provided on Black Diazo only.

2.1.2 Resolution for film created on planetary cameras must meet or exceed a minimum of 110 lines. 112 lines (25x) will read as 4.5 on a resolution chart and (32x) will read as 115 lines, 3.6 on a resolution chart. We currently film at (27x). All resolution readings must be converted to a decimal reading from a resolution on a written chart. Our resolution reading must be at least 4.0. All resolution readings will be verified by our office using a 100x powered microscope.

2.1.3 Resolution for film created on rotary cameras must meet or exceed a minimum of 125 lines. 124 lines will read as 5.2 on a resolution chart. We currently film at (24x). All resolution reading must be converted to a decimal reading from a resolution on a written chart. Readings must be recorded and submitted daily on a written report. Our resolution reading must be at least 5.2. All resolution readings will be verified by our office using a 100x powered microscope.

2.1.4 Density for each roll of microfilm must be between .85 and 1.35 with 1.1 being the ideal. Density readings must be recorded on the written report. Example: Background Density 0.85 to 1.35 = BK 1.1. Base Density + Fog 0.00 to .10 = BS .05. All density and fog readings will be verified by our office using a densitometer.

2.1.5 Processing must be accomplished using a processor that provides a separate fixing stage and washes the film thoroughly following fixing. Processed film must have no more than 1.4 micrograms per square centimeter of residual thiosulfate (fix) remaining on the film. This must be documented through regular testing of the processing operation using the methylene-blue method. If the film does not meet the standard it must be rewashed and retested within 14 days of initial processing.

2.1.5.1 The Contractor shall perform a Methylene blue analysis on request and a written report with the results submitted to the Recorder's Office within 24 hours of the test.

2.1.6 Contractor shall inspect each frame of developed film for foreign objects, overlapping documents and overexposure. Contractor shall notify the County of problem frames on a daily basis, develop refilms and splice the new images(s) into the film. Splicing must be of sonic weld type only.

2.1.7 Original film must be transmitted with emulsion side out leading off the top of the reel.

2.1.8 Diazo copies must be copied with the sensitized side down leading off the top of the reel.

2.2 PROCESSING AND DUPLICATING PROCEDURES:

2.2.1 Contractor shall process and inspect 16MM X 215 feet rolls of microfilm per specifications. Cut and sonic splice refilms/errors and verify sequence of images. Provide 4 inches X 6 inches, 8-channel vertical microfilm jackets and load processed microfilm to produce microfiche. Produce laser printed title strips and affix to microfilm jackets. Provide quality control to validate sequence and contents of jackets. Provide duplicate microfiche with various colored title strips.

2.2.1.1 For Recordings and Miscellaneous documents processed daily the Title information must include, date, beginning and ending recording numbers and fiche number.

2.2.1.2 For Affidavits of Real Property Value processed daily the Title information must include document name, date, beginning and ending recording numbers and fiche number.

2.2.2 Contractor shall adhere to a quality program provided by the film and chemical manufacturer that monitors the processing lab for the following:

- Chemical Quality
- Chemical Temperatures
- Processing speeds
- Methylene-blue analysis
- Film density
- Scratch tests

Results of quality tests will be documented and submitted in writing on a monthly basis to the County Recorder's Office.

2.3 ADDITIONAL PROCESSING REQUIREMENTS:

The following are general requirements of selected departments within Maricopa County. Processing, duplication and services must meet the same specifications outlined above.

2.3.1 Sheriff's Film

Payroll approximately 1 roll a week, process and make (1) 2mil and place in white box (a sample will be provided).

Criminal Cases approximately 1-2 rolls a week process and make (1) 2mil of each and place in magazines (a sample will be provided).

2.3.2 Treasurer's Film

Warrants 1 roll every day process and make (1) 2mil and place in magazine.

Cashiers 2 or 3 rolls a week, process and make (1) 2mil and place in magazines.

2.3.3 Checks

Process daily, splice together until full roll then make (1) 2mil copy and place in magazine with trailer holder. Occasionally will ask for copy before full roll.

2.3.4 Microfilming of Plat Maps and Engineering Drawings

Film on 35MM large format planetary microfilmer at 24X reduction. Load in aperture card. Title aperture card. Pick up is weekly. Must be returned within 48 hours. Map volumes and number of originals varies.

2.3.5 MCDOT

MCDOT requires the following items to be filmed, processed and duplicated on microfilm aperture cards:

- As-builts of MCDOT projects, usually these are 24" x 36".
- As-built plans from completed permits, usually these are 24" x 36", but can vary in size.
- Completed permits 8.5 " x 11".
- Assessor maps 14" x 18".
- Completed Subdivision, Zoning and Work Orders 8.5" x 11", 8.5" x 14" and 11" x 17".

2.4 DISASTER RECOVERY PROGRAM:

The Contractor must provide a Disaster Recovery Program to include the following elements:

- 2.4.1 Microfilm Restoration – Cleaning, drying, treatment for water damage, repackage film (replace water/damaged reels and boxes).
- 2.4.2 Film Reduction – Lower density of overexposed film caused by processor malfunctions and/or improper camera exposure settings, providing a lighter image that can be read and printed.
- 2.4.3 Film Intensification – Increase density of underexposed film by increasing the silver content, providing a darker image that can be read and printed.
- 2.4.4 The disaster recovery lab must have a 24-hour hotline. All services must be available 24 hours a day, 7 days a week.
- 2.4.5 Contractor must provide certification of the ability to provide disaster recovery services, including the address and telephone number of their disaster recovery lab with the bid.
- 2.4.6 Contractor must provide references of customers who have used these disaster recovery services through their facility with the bid.

2.5 BACKUP SERVICES:

Contractor must provide backup filming services for the County Recorder's Office.

- 2.5.1 Read and film onto archival storage media from digital tiff format.
- 2.5.2 Archival storage media provided by the Contractor must be identical to film used by the County Recorder's Office.
- 2.5.3 Backup microfilming specifications include:
 - rotary microfilming,
 - 24X reduction,
 - cine orientation,
 - simplex format,
 - two-level image marks (medium and small),
 - minimum 125 lines per millimeter resolution at 24X reduction,
 - no "bleed through" imaging.

2.5.4 All copies of materials must be returned to the Recorder's office. Vendor must not keep any copies for their use. If vendor desires copies, arrangements and pickup is to be with the Recorder's office. Contractor must print numeric recording number at the top of each page prior to image capture.

2.6 REWORK:

In the event above bid specifications are not met by the Contractor, the Recorder's Office will request the work to be redone and resubmitted for approval. Contractor will absorb all costs incurred as a result of non-compliance.

2.7 MATERIALS:

All copies of materials must be returned to the Recorder's office. Vendor must not keep any copies for their use. If vendor desires copies, arrangements and pickup is to be with the Recorder's office.

2.8 TAX:

No tax shall be levied against labor. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in bid price.

2.9 DELIVERY:

2.9.1 Contractor shall provide daily pickup and delivery service.

2.9.2 Estimated pickup and delivery times:

- 6:00 A.M.-7:00 A.M.
- 11:00 A.M.-12:00 P.M.

Additional pickup and delivery times may be required and may include weekends.

2.9.3 All Affidavits shall be delivered within 24 hours. Daily recordings, Plat Maps and Engineering drawings and other services must be delivered within 5 working days or upon request.

2.9.4 Contractor must provide a detailed packing slip with each delivery to the County Recorder. This list must be printed from the same data file used to print the title strips to guarantee accuracy and ease of titling validation by the Recorder's Office.

2.9.5 Film must be returned in plastic film box containers, meeting nationally accepted standards for microfilm preservation.

2.9.6 Film box labels are to be created according to specifications. Specification will be provided to the successful bidder, and may change periodically.

It shall be the Contractor's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

2.10 MANDATORY SUBMITTAL REQUIREMENTS:

2.10.1 Sample microfiche, title and packing slip must be provided with the bid.

2.10.2 Contractors must provide certification of the ability to provide disaster recovery services, including the address and telephone number of their disaster recovery lab with the bid. Contractors must provide references of customers who have used these disaster recovery services through their facility with the bid.

3.0 SPECIAL TERMS & CONDITIONS:

3.1 CONTRACT LENGTH:

This Invitation for Bids is for awarding a firm, fixed-price purchasing contract to cover a three (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 ESCALATION:

Any request for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration or Anniversary date. Justification for the requested adjustment in cost of labor and/or materials must be supported by appropriate documentation and fall within the Producer Price Index for the commodity. Increases are subject to approval in writing by the Materials Management Department prior to any adjusted invoicing being submitted for payment.

3.4 EVALUATION CRITERIA:

The evaluation of this Bid will be based on, but not limited to, the following:

3.4.1 Compliance with specifications

3.4.2 Price

3.4.3 Determination of responsibility

The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.5 INDEMNIFICATION AND INSURANCE:

3.5.1 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.5.2 Insurance Requirements.

Contractor, at its own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the County, and any insurance or self-insurance maintained by the County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the County.

The Contractor shall be solely responsible for the deductible and/or self-insured retention and the County, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The County reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The insurance policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

3.5.2.1 Commercial General Liability. Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 11 85, and shall include coverage for Contractor's operations and products and completed operations.

If the Contractor subcontracts any part of the work, services or operations awarded to the Contractor, Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the performance of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

3.5.2.2 Automobile Liability. Contractor shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to Contractor's vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

3.5.2.3 Workers' Compensation. The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

If any work is subcontracted, the Contractor will require Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the Contractor.

3.5.3 Certificates of Insurance.

3.5.3.1 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date.

3.5.4 Occurrence Basis.

All insurance required by this contract shall be written on an occurrence basis rather than a claims-made basis.

3.5.5 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.6 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.7 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.8 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

BILL THORNTON, PROCUREMENT CONSULTANT, 602-506-3248
(bthornto@mail.maricopa.gov)

Technical telephone inquiries shall be addressed to:

CASEY CARPENTER, 602-506-5931

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.9 PRE-BID CONFERENCE:

THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON AUGUST 6, 2003 AT 10:30 A.M. AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 W. LINCOLN ST., PHOENIX, AZ 85003

3.10 SUBMISSION PRICE CLARITY:

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.11 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS:

Bidders are to provide one (1) original "hard copy" (labeled) and one (1) electronic copy of pricing on a 3.5" diskette. Bidders are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **A corporate official who has been authorized to make such commitments must sign bids.**

ALL REQUESTS FOR DISKETTES MUST BE FAXED TO THE PROCUREMENT CONSULTANT AT (602) 258-1573. IN ADDITION, ONE (1) HARD COPY OF EACH PAGE OF ATTACHMENT A (PRICING PAGE) SHALL BE SUBMITTED WITH YOUR BID.

ARIZONA IMAGING SYSTEMS, DIVISION OF ARIZONA MICROFILM, 2634 S 16TH STREET, PHOENIX, AZ 85034

S073905 / B0608699 / NIGP 91568

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ____ YES __X__ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ____ YES X__ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? _____ YES _____ X _____ NO

INTERNET ORDERING CAPABILITY: __X__ YES _____ NO _____ % DISCOUNT

1.0 PRICING:

1.1	Develop/Process 16mm Film:				
1.1.1	16MM X 100"	\$2.75	ROLL	\$0.0011	FRAME
1.1.2	16MM X 215"	\$4.50	ROLL	\$0.0007	FRAME
1.2	Price per roll 4 mil copies: (Duplicate from original)	\$3.50	ROLL	\$0.0014	FRAME
1.3	Price per roll 2 mil copies: (Duplicate from original)	\$6.00	ROLL	\$0.0009	FRAME
1.4	Silver Duplicates: (Duplicate from original)				
1.4.1	16MM X 100"	\$8.50	ROLL	\$0.0034	FRAME
1.4.2	16MM X 215"	\$17.00	ROLL	0.0026	FRAME
1.4.3	35MM X 100"	\$33.00	ROLL	\$0.066	FRAME
1.5	Duplicate Microfiche:				
1.5.1	(1) Set	\$1.85 2.17	EACH		
1.5.2	(2) Set	\$1.10	EACH		
1.5.3	(3) Set	\$0.74	EACH		
1.5.4	(4) Set	\$0.56	EACH		
1.5.5	(5) Set	\$0.45	EACH		
1.5.6	(6) Set	\$0.38	EACH		
1.5.7	(7) Set	\$0.33	EACH		
1.5.8	(8) Set	\$0.29	EACH		
1.5.9	(9) Set	\$0.26	EACH		
1.5.10	(10) Set	\$0.24	EACH		
1.5.11	(11) Set	\$0.22	EACH		
1.5.12	(12) Set	\$0.20	EACH		
1.5.13	(13) Set	\$0.19	EACH		
1.5.14	(14) Set	\$0.18	EACH		
1.5.15	(15) Set	\$0.17	EACH		
1.5.16	(16) Set	\$0.16	EACH		
1.5.17	(17) Set	\$0.16	EACH		
1.5.18	(18) Set	\$0.16	EACH		
1.5.19	(19) Set	\$0.15	EACH		
1.5.20	(20) Set	\$0.15	EACH		
1.6	Jacket Microfiche	\$2.17	EACH		
1.7	Convert Maps/Plat Documents to 35MM Aperture Cards:	\$1.35	EACH		

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1.8 Additional Percentage Cost 800 %
for Backup Service:

1.9 Percentage Discount From Price 0 %
List for Items not Specified:

1.9.1 Diazo Copies

1.9.1.1	4mil	16mm x 100'	\$ 3.50
1.9.1.2	2.5mil	16mm x 215'	\$ 6.00
1.9.1.3	4mil	35mm x 100'	\$11.00

1.9.2 Silver Replacement Copies

1.9.2.1	4mil	16mm x 100'	\$ 8.50
1.9.2.2	2.5mil	16mm x 215'	\$17.00
1.9.2.3	4mil	35mm x 100'	\$33.00

1.9.3 Processing Services

1.9.3.1	4mil	16mm x 100'	\$ 2.75
1.9.3.2	2.5mil	16mm x 215'	\$ 4.50
1.9.3.3	4mil	35mm x 100'	\$ 6.00

1.9.4 Lab Services

1.9.4.1	Splicing film, etc.	\$14.00 per hour
1.9.4.2	Magazine ANSI	\$00.45 each
1.9.4.3	M-type	\$ 1.00 each

1.9.5 Microfiche Services

1.9.5.1	Duplicate copies	\$00.17 - .50 each*
1.9.5.2	Creating original fiche	\$00.25 – 1.00 each*

(Above pricing includes one to four lines of titling)

1.9.6 Microfilming Services

1.9.6.1	Converting Maps and Plat documents to 35mm Aperture cards (Pricing includes pickup and delivery service)	\$ 1.35 each
1.9.6.2	Converting documents to microfilm	\$00.03 – 00.08 per page*
1.9.6.3	Back up Archive Writer Services (Above price includes film, processing and conversion of digital images)	\$35.00 per roll
1.9.6.4	Document Preparation (Above price includes removing staples, paper clips, and minor documents repair)	\$12.00 per/hr

1.9.7 Scanning Services

1.9.7.1	Converting Maps, Drawings to Image	\$ 2.25 – 2.75 each
1.9.7.2	Converting 16mm Roll Microfilm to Digital	\$00.03 - 00.09 per image*
1.9.7.3	Converting Microfiche to Digital	\$00.05 – 00.11 per image*

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1.9.7.4	Converting Jacketed Microfilm to Digital	\$00.08 – 00.13 per image*
1.9.7.5	Converting Aperture Cards to Digital	\$00.55 - 1.10 per image*

(Integration services may be required depending upon Software vendor)

**Firm pricing will be quoted upon completion of survey per each individual project.*

NOTE:

- Prices quoted above include pickup and delivery.

Terms:	NET 30
Vendor Number:	W000001439 X
Telephone Number:	602/462-5200
Fax Number:	602/462-5201
Contact Person:	Patricia Pabst or Ted Williams
E-mail Address:	twilliams@aisweb.us.com info@aisweb.us.com
Company Web Site:	www.aisweb.us
Certificates of Insurance	Required
Contract Period:	To cover the period ending November 30, 2006.